

ADDING A BRANCH LOCATION/NAME CHANGE/CHANGE OF LOCATION/CLOSING OF A LOCATION

NONEXEMPT COMPANIES

Adding a Location:

- **A letter advising this office of the date you intend to move and the address of the new location.**
- **A list of the originators for that location. If they are transferring from another location in your company, return their licenses so new ones can be issued. If they are new originators, include applications and fees.**
- **\$100 filing fee.**

Name Change:

- **A letter advising this office of the new name and the date you intend to begin using it.**
- **A copy of the Secretary of State's Certificate.**
- **New financial responsibility (either a bond, audited financial statement, or pledged deposit or security) reflecting the new name.**
- **\$100 filing fee.**

Closing a Location:

- **When closing a location, notify this office by letter within 30 days of the closure of the date you intend to close.**
- **Include in the letter where the books, records, and files from that location are to be stored.**

- **Include a list of the originators for that location and where they will be moving. Return their licenses so that new one can be issued.**
- **Advise whether there are any loans pending from the location to be closed, including how and where they are to be closed.**

NOTE: LSA-R.S. 1089 (B)(3) states that “Failure to notify the commissioner within the prescribed time as required by this Section shall result in a one hundred dollar late filing fee.”

EXEMPT COMPANIES

- **Companies with a HUD, FannieMae, GinnieMae, or FreddieMac exemption should notify this office of any change in name, location, or additon or closing of a branch. However, they are exempt from any filing fee.**